



**The Federation of Sacred Heart and St Mary's
Catholic Primary Schools, Battersea**



Sacred Heart R.C. Primary School, Battersea

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www.sacredheartschoolbattersea.co.uk

Executive Headteacher Mr Jared Brading

Associate Head Mrs Nicola Byrne

Child Publication

Dear Parents/Carers,

At Sacred Heart we are involved with many organisations and activities that enrich your children's education. From time to time we want to highlight these activities outside of school within the public domain in forms of media that include (but not limited to) our newsletter, our website and the outside press.

However, we understand that occasionally parents and carers may not wish their children to be included in publications that may be accessed by the general public such as our website.

All children are automatically Opted In to allow promotion outside of the school. However, if you would like to Opt Out we ask that you **state this in writing with the full name and year group of the child and with an explanation of why you would like your child to Opt Out.** Please note that if you choose to do so, we will keep this provision in place until either you inform us in writing to Opt In or your child has left the school indefinitely.

If you choose to Opt Out we would like to highlight the following:

We will do our best to keep to your wishes, but it is only for limitation and we are not responsible if this is breached, for example - if a child appears in the background of a published image.

We would also like to add that we are not responsible for non-school parties publishing pictures of your children without our knowledge.

In addition, we cannot remove pictures that have already been published prior to this letter.

If you would like to enquire more please feel free to contact the office who will be happy to help.

All letters asking to Opt Out must be in a sealed envelope clearly stating 'Sacred Heart Child Publication' made for the attention of Mr Brading or Mrs Byrne.

Mr Brading
Executive Headteacher

Mrs N. Byrne
Associate Headteacher